

**EVERGREEN ACADEMY**

**Reimbursement for Board Expenses**

Board members shall be reimbursed for actual and necessary expenses incurred as a result of attendance at board-approved workshops, seminars, conferences, or conventions.

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the school business office for processing. Payment will be made after the board approves the reimbursement.

A board member shall not be reimbursed for any travel expense, unless the travel has been approved by the board in advance of the travel.

Expenses for spouses accompanying board members are not reimbursable.

All expenditures approved will be taken out of funds set aside for the Board's use.

Date Adopted 6-19-12

Katyn E. Siegel  
Authorized Signature